

## Contract User Guide for ENE52

# ENE52 No.2 Heating Fuel and APS Eligible Liquid Biofuel

UPDATED: 10/13/2021

<b>Contract #:</b>	ENE52
<b>MMARS MA #:</b>	ENE52*
<b>Initial Contract Term:</b>	October 1, 2021 – September 30, 2026
<b>Maximum End Date:</b>	No options to renew, September 30, 2026
<b>Current Contract Term:</b>	October 1, 2021 – September 30, 2026
<b>Contract Manager:</b>	Michael Woods – 617.720.3191 – <a href="mailto:Michael.woods@mass.gov">Michael.woods@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products, Service-Disabled Veteran-Owned Business
<b>UNSPSC Codes:</b>	15-10-17-01-0000; 15-10-18-00-0000; 15-10-17-01

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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## Contract Summary

This is a Statewide Contract for No. 2 Heating Fuel and APS Eligible Liquid Biofuel. New entities wishing to participate in this contract must make arrangements with the appropriate awarded vendor in October/November to be included in the upcoming heating season and must remain with the vendor for the duration of the heating season (Oct-Mar). Vendors have been directed to request this commitment in writing. After October/November, new entities are added at the discretion of the vendor.

Per [Executive Order 594](#) signed by Governor Baker on Earth Day April 22, 2021, all agencies still utilizing heating oil as of July 1, 2021, shall ensure that any heating oil product purchased shall consist of at least 10% biofuels (i.e., B10). Said biofuels must meet the minimum fuel content specifications outlined in LBE guidance. Agencies shall work with LBE to identify opportunities to increase biofuel consumption to as high a level as is practicable. Agencies may be exempt from this requirement if biofuels are not readily available or are cost prohibitive, or if a specific performance constraint is identified.

\*Massachusetts APS Eligible Liquid Biofuel shall meet the definition found at [225CMR16.02](#) and shall comply with all the requirements of [225CMR16.02](#) and [225CMR16.05](#) and related guidelines.

## Contract Categories

This contract includes 3 categories as listed below.

- Category 1: No. 2 Heating Oil
- Category 2: Massachusetts \*APS Eligible Liquid Biofuel minimum 10% biofuel
- Category 3 No. 2 Heating Oil Fixed Pricing

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Competitive Pricing
- Qualified and Experienced Vendors
- Prompt Pay Discount
- Environmentally Preferable Products

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](#) and search for ENE52.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](#) and search for ENE52 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for ENE52 and can be accessed directly by visiting [Master Blanket Purchase Order PO-22-1080-OSD03-SRC01-23109](#)
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

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## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

### Pricing and Buying Details

All orders should reference ENE52 to ensure buyer's get statewide contract pricing.

### Category 1 and Category 2

To verify the commodity price for heating fuels in this category go to [www.commbuys.com](http://www.commbuys.com)

- Click on "Contract & Bid Search" on the log-in page
- Click the radio button for Contracts/Blankets
- In the Contract/Blanket Description field, type in [ENEFY22 Daily Index Pricing](#)
- Then click "Find It" (note: hitting Enter will not work, you must click Find It)
- Under attachments open the file for the date you would like to view

The Less Than Truckload Differential (LTL) pricing is applicable for all deliveries under 8,000 gallons. The Truckload Differential (TL) pricing is applicable for deliveries of 8,000 gallons or more.

### *No. 2 Heating Oil and Massachusetts \*APS Eligible Liquid Biofuel minimum 10% biofuel*

The delivery of No.2 Heating Oil and APS Eligible Liquid Biofuel is purchased at a fixed differential price to be applied to the average of the high and low wholesale Boston Price as published daily in the Oil Price Daily an OPIS Publication.

Total Price per Gallon = Daily Commodity Price + Applicable Differential Price (additional taxes and federal environmental fees to be billed as separate line items on invoices)

### Category 1 No. 2 Heating Oil - Pricing Effective 10/01/2021

Zone	Vendor	Prompt Pay Discount (PPD)	LTL Differential	TL (8,000+) Differential
1	Global Montello	0.01%- 10 Days	0.1252	0.0467
2	Peterson's Oil	0.3%- 15 Days	0.2500	0.0500
3	Global Montello	0.01%- 10 Days	0.1409	0.0389
4	Peterson's Oil	0.3%- 15 Days	0.3500	0.0500
5	Peterson's Oil	0.3%- 15 Days	0.2500	0.0500
6	Peterson's Oil	0.3%- 15 Days	0.2500	0.0500
7	Global Montello	0.01%- 10 Days	0.2418	0.1068
8	Sprague Operating Resource	1%- 10 Days	0.3993	0.2172

### Category 2 Massachusetts APS Eligible Liquid Biofuel minimum 10% biofuel - Pricing Effective 10/01/2021

Zone	Vendor	Prompt Pay Discount (PPD)	LTL Differential	TL (8,000+) Differential
1	Broco Oil	0.01%- 10 Days	0.2700	0.1200
2	Broco Oil	0.01%- 10 Days	0.3100	0.1400
3	Peterson's Oil	0.3%- 15 Days	0.2600	0.1200
4	Peterson's Oil	0.3%- 15 Days	0.4900	0.3500
5	Peterson's Oil	0.3%- 15 Days	0.2600	0.1200
6	Peterson's Oil	0.3%- 15 Days	0.2700	0.1200
7	Peterson's Oil	0.3%- 15 Days	0.2600	0.1200
8	Sprague Operating Resources	1%- 10 Days	0.3693	0.2687

### Category 3, Fixed Pricing

The delivery of No.2 Heating Oil is purchased as a fixed adder over the weighted average price of the NYMEX for No. 2 Heating Oil. The weighted average will be determined at time of purchase by averaging the number of months and/or gallons needed. It is strongly encouraged that eligible entities solicit quotes in zones with multiple awarded vendors. Vendors will work with the individual purchasing entities to determine specific time to lock into the NYMEX when it is deemed to be most advantageous. The specific volume will be verified when NYMEX is locked in by the purchasing entities. Purchasing Entities reserves the right to roll over purchases to additional months if needed. It is the responsibility of the Contractor and Purchasing Entity to come to a decision of how unused gallons will be handled prior to entering into an agreement and to ensure that this agreement is in writing.

**Please note this fixed adder is ceiling, not to exceed pricing. Eligibility entities reserve the right to negotiate a lower fixed adder based on total gallons with the vendor.**

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### Category 3 Fixed Pricing No. 2 Heating Oil - Pricing Effective 10/01/2021

Vendor	Prompt Pay Discount (PPD)	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
Broco Oil	0.01%- 10 Days	0.2976	0.2984			0.4913			
East River	0.0013%- 10 Days						0.4850		
Global Montello	0.01%- 10 Days	0.7500	0.7500	0.7500	0.7500	0.7500	0.7500	0.7500	0.7500
Peterson's Oil	0.3%- 15 Days	0.5500	0.5500	0.5500	0.5500	0.5500	0.5500	0.5500	0.5500
Sprague Operating Resources	1%- 10 Days		0.4754		0.7274			0.4937	0.4937

#### Additional Taxes and Federal Environmental Fees

The following additional taxes and federal environmental fees to be billed as separate line items on invoices:

- Federal Leaking Underground Storage Tank (LUST): \$.001 per gallon
- Federal Oil Spill Liability Trust Fund: \$0.00214 per gallon
- Massachusetts Uniform Oil Response Fee: \$0.00119 per gallon
- NORA Fee: \$0.0020 per gallon

#### Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by the [vendor information](#) page, where links to all the vendors MBPO's should be provided

#### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference ENE52 to receive contract pricing.

#### Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

There are four vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor prices are located on the description for each line item identified with the Master Blanket Purchase Order.

#### How To Purchase From The Contract

- **Document items in COMMBUYS that have already been purchased**  
This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep

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track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Requisition* job aid.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

## Environmentally Preferable Products (EPP)

### EPP Requirements:

State buyers are reminded that [Environmentally Preferable Products \(EPP\) Procurement Program](#) requirements for the use of environmentally preferable disinfectants, and some cleaning supplies, has been waived due to the availability of the products impacted by the demand caused by COVID-19. As the EPP supply replenishes, buyers are reminded that these disinfectants and other third-party certified products remain recommended for use and are selected for public health and environmental standards. For additional guidance, visit the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage.

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.



# Contract User Guide for ENE52

## Strategic Sourcing Team Members

- Sara Siddall, Operational Services Division
- Michael Woods, Operational Services Division

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Zone	Discounts PPD
**Master Contract Record (All contract documents)	<a href="#">PO-22-1080-OSD03-SRC01-23109</a>	Michael Woods	617-720-3191	<a href="mailto:michael.woods@mass.gov">michael.woods@mass.gov</a>	N/A	N/A	N/A
***Solicitation Enabled Blanket (only to be used to obtain quotes)	<a href="#">PO-22-1080-OSD03-SRC01-23110</a>	Michael Woods	617-720-3191	<a href="mailto:michael.woods@mass.gov">michael.woods@mass.gov</a>	N/A	N/A	N/A
					<b>Category 1</b>		
Global Montello	<a href="#">PO-21-1080-OSD03-SRC02-23102</a>	Kathryn Doherty	781-398-4003	<a href="mailto:bids@globalp.com">bids@globalp.com</a>	X	1,3,7	0.25% - 10 days
Peterson's Oil	<a href="#">PO-21-1080-OSD03-SRC02-23100</a>	Wendy Renzi	508-368-1000	<a href="mailto:wrenzi@petersonoil.com">wrenzi@petersonoil.com</a>	X	2,4,5,6	0.3% - 10 days 0.3% - 15 days
Sprague Operating Resources	<a href="#">PO-21-1080-OSD03-SRC02-23099</a>	Jeanette Finley	877-689-1880	<a href="mailto:contractmgmt@spragueenergy.com">contractmgmt@spragueenergy.com</a>	X	8	1% - 10 days
					<b>Category 2</b>		
Broco Oil	<a href="#">PO-21-1080-OSD03-SRC02-23098</a>	Kristopher Ellis	978-228-0613	<a href="mailto:kellis@brocooil.com">kellis@brocooil.com</a>	X	1,2	0.01% - 10 days
Peterson's Oil	<a href="#">PO-21-1080-OSD03-SRC02-23100</a>	Wendy Renzi	508-368-1000	<a href="mailto:wrenzi@petersonoil.com">wrenzi@petersonoil.com</a>	X	3,4,5,6,7	0.3% - 10 days 0.3% - 15 days
Sprague Operating Resources	<a href="#">PO-21-1080-OSD03-SRC02-23099</a>	Jeanette Finley	877-689-1880	<a href="mailto:contractmgmt@spragueenergy.com">contractmgmt@spragueenergy.com</a>	X	8	1% - 10 days
					<b>Category 3</b>		
Broco Oil	<a href="#">PO-21-1080-OSD03-SRC02-23098</a>	Kristopher Ellis	978-228-0613	<a href="mailto:kellis@brocooil.com">kellis@brocooil.com</a>	X	1,2,5	0.01% - 10 days
East River Energy	<a href="#">PO-21-1080-OSD03-SRC02-23101</a>	Maryann Little	1-800-336-3762	<a href="mailto:mel@eastriverenergy.com">mel@eastriverenergy.com</a>	X	6	0.00125% - 10 days
Global Montello	<a href="#">PO-21-1080-OSD03-SRC02-23102</a>	Kathryn Doherty	781-398-4003	<a href="mailto:bids@globalp.com">bids@globalp.com</a>	X	All	0.25% - 10 days
Peterson's Oil	<a href="#">PO-21-1080-OSD03-SRC02-23100</a>	Wendy Renzi	508-368-1000	<a href="mailto:wrenzi@petersonoil.com">wrenzi@petersonoil.com</a>	X	All	0.3% - 10 days 0.3% - 15 days
Sprague Energy	<a href="#">PO-21-1080-OSD03-SRC02-23099</a>	Barry Panicola	516-622-7091	<a href="mailto:contractmgmt@spragueenergy.com">contractmgmt@spragueenergy.com</a>	X	2,4,7,8	1% - 10 days

\*Note that COMMBUYS is the official system of record for vendor contact information.

\*\*[The Master Contract Record MBPO is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

\*\*\* [The Solicitation Enabled MBPO is only to be used to obtain quotes for category 3 fixed pricing.]

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OPERATIONAL SERVICES DIVISION

## Appendix A: Zone Chart

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 5	Zone 6	Zone 7	Zone 8
ARLINGTON BELMONT BOSTON BRAINTREE BROOKLINE BURLINGTON CAMBRIDGE CANTON CHelsea COHASSET DEDHAM DOVER EVERETT HINGHAM HOLBROOK HULL LEXINGTON LINCOLN MALDEN MEDFORD MELROSE MILTON NEEDHAM NEWTON NORWOOD QUINCY RANDOLPH REVERE SAUGUS SOMERVILLE STONEHAM WAKEFIELD WALTHAM WATERTOWN WELLESLEY WESTON WESTWOOD WEYMOUTH WILMINGTON WINCHESTER WINTHROP WOBBURN	AMESBURY ANDOVER BEVERLY BOXFORD DANVERS DRACUT ESSEX GEORGETOWN GLOUCESTER GROVELAND HAMILTON HAVERHILL IPSWICH LAWRENCE LOWELL LYNN LYNNFIELD MANCHESTER MARBLEHEAD MERRIMAC METHUEN MIDDLETON NAHANT NEWBURY NEWBURYPORT NORTH ANDOVER NORTH READING PEABODY READING ROCKPORT ROWLEY SALEM SALISBURY SWAMPSCOTT TEWKSBURY TOPSFIELD WENHAM WEST NEWBURY	ABINGTON ACUSHNET ATTLEBORO AVON BERKLEY BRIDGEWATER BROCKTON CARVER DARTMOUTH DIGHTON DUXBURY EAST BRIDGEWATER EASTON FAIRHAVEN FALL RIVER FOXBOROUGH FREETOWN HALIFAX HANOVER HANSON KINGSTON LAKEVILLE MANSFIELD MARION MARSHFIELD MATTAPOISETT MEDFIELD MIDDLEBOROUGH NEW BEDFORD NORFOLK NORTH ATTLEBOROUGH NORTON NORWELL PEMBROKE PLAINVILLE PLYMOUTH PLYMPTON RAYNHAM REHOBOTH ROCHESTER ROCKLAND SCITUATE SEEKONK SHARON SOMERSET STOUGHTON SWANSEA TAUNTON WALPOLE WAREHAM WEST BRIDGEWATER WESTPORT WHITMAN WRENTHAM	BARNSTABLE BOURNE BREWSTER CHATHAM DENNIS EASTHAM FALMOUTH GOSNOLD HARWICH MASHPEE ORLEANS PROVINCETOWN SANDWICH TRURO WELLFLEET YARMOUTH	ACTON ASHLAND AUBURN AYER BARRE BEDFORD BELLINGHAM BERLIN BILLERICA BLACKSTONE BOLTON BOXBOROUGH BOYLSTON BROOKFIELD CARLISLE CHARLTON CHELMSFORD CLINTON CONCORD DOUGLAS DUDLEY DUNSTABLE EAST BROOKFIELD FRAMINGHAM FRANKLIN GRAFTON GROTON HARDWICK HARVARD HOLDEN HOLLISTON HOPEDALE HOPKINTON HUBBARDSTON HUDSON LANCASTER LEICESTER LITTLETON MARLBOROUGH MAYNARD MEDWAY MENDON MILFORD MILLBURY MILLIS MILLVILLE NATICK NEW BRAINTREE NORTH BROOKFIELD NORTHBOROUGH NORTHBRIDGE	OAKHAM OXFORD PAXTON PEPPERELL PETERSHAM PRINCETON RUTLAND SHERBORN SHIRLEY SHREWSBURY SOUTHBOROUGH SOUTHBRIDGE SPENCER STERLING STOW STURBRIDGE SUDBURY SUTTON TYNGSBOROUGH UPTON UXBRIDGE WARREN WAYLAND WEBSTER WEST BOYLSTON WEST BROOKFIELD WESTBOROUGH WESTFORD WORCESTER	ASHBURNHAM ASHBY ATHOL BERNARDSTON BUCKLAND CHARLEMONT COLRAIN DEERFIELD ERVING FITCHBURG GARDNER GILL GREENFIELD HAWLEY HEATH LEOMINSTER LEVERETT LEYDEN LUNENBURG MONTAGUE NEW SALEM NORTHFIELD ORANGE PELHAM PHILLIPSTON ROWE ROYALSTON SHELBURNE SHUTESBURY SUNDERLAND TEMPLETON TOWNSEND WARWICK WENDELL WESTMINSTER WINCHENDON	AGAWAM AMHERST ASHFIELD BELCHERTOWN BLANDFORD BRIMFIELD CHESTER CHESTERFIELD CHICOPEE CONWAY CUMMINGTON EAST LONGMEADOW EASTHAMPTON GOSHEN GRANBY GRANVILLE HADLEY HAMPDEN HATFIELD HOLLAND HOLYOKE HUNTINGTON LONGMEADOW LUDLOW MIDDLEFIELD MONSON MONTGOMERY NORTHAMPTON PALMER PLAINFIELD RUSSELL SOUTH HADLEY SOUTHAMPTON SOUTHWICK SPRINGFIELD TOLLAND WALES WARE WEST SPRINGFIELD WESTFIELD WESTHAMPTON WHATELY WILBRAHAM WILLIAMSBURG WORTHINGTON	ADAMS ALFORD BECKET CHESHIRE CLARKSBURG DALTON EGREMONT FLORIDA GREAT BARRINGTON HANCOCK HINSDALE LANESBOROUGH LEE LENOX MONROE MONTEREY MOUNT WASHINGTON NEW ASHFORD NEW MARLBOROUGH NORTH ADAMS OTIS PERU PITTSFIELD RICHMOND SANDSFIELD SAVOY SHEFFIELD STOCKBRIDGE TYRINGHAM WASHINGTON WEST STOCKBRIDGE WILLIAMSTOWN WINDSOR

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